How to download all documents

Michael C. - 2023-01-12 - Documents

To download all the documents stored in the Documents section, follow the steps below.

Download All

1. In the **Documents** area click the **Download All** button.

2. This will prompt you to save a zip file, or it may automatically download a zip file onto your computer. This depends on your web browser's settings.

3. Open the zip file to review the downloaded documents.

Related Content

- How to view the documents library
- How to create a documents folder
- How to edit a document
- How to get a document's URL or website address
- How to delete a document
- How to upload documents